

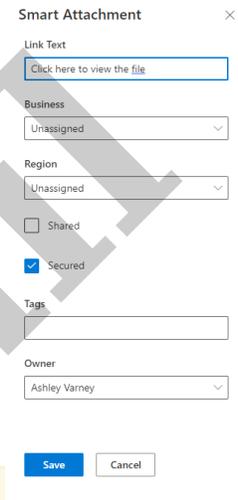
Can I make a Smart Attachment available only to internal recipients?

Last Modified on 11/01/2023 4:17 pm EDT

Yes! Publicly viewable Smart Attachments are handy when sending a file to someone outside of your organization, such as a vendor, affiliate, or to mobile devices.

However, you can also mark a Smart Attachment as Secure if you need to, although this must be set up by your Administrator to be active (newer versions of PoliteMail will have this configured and active by default, but check with your Administrator or Customer Success Manager if you do not see the option).

1. Go to **Content > Smart Attachments**, and click on the Smart Attachment you wish to make private.
2. A pane opens on the right. Click the 'Secure' checkbox.



The image shows a 'Smart Attachment' configuration pane on the right side of the page. It includes a 'Link Text' field with the value 'Click here to view the file'. Below that are two dropdown menus for 'Business' and 'Region', both set to 'Unassigned'. There are two checkboxes: 'Shared' (unchecked) and 'Secure' (checked). Below the checkboxes is a 'Tags' field. At the bottom, there is an 'Owner' dropdown menu set to 'Ashley Varney' and two buttons: 'Save' and 'Cancel'.

Secure Smart Attachments must first be activated in order to be available. Contact your Administrator or Customer Success Manager for assistance.